ATR WIMIS-312 TLO Melinjo

## MINUTES

	TRAINING OFFICERS	MEETINGocument No.
	Thursd	ay DECLASSIFIED
	5 Aug. 54 Attendance:	DDA Memo, 4 Apr 77  Auth: DDA REG. 77/1763  Date: 672 70 By:
25X1A	Mr. Baird, D/TR	
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25X1A ·	1. CFA One-Day Capsule Course:	

gave a detailed report on the first of a series of Capsule Courses presented. He stressed the liaison benefits to be obtained by association with the "congenial and dedicated personnel" in OTR made several pertinent suggestions for improving the effectiveness of capsule presentations. In spite of a late start and inclement weather the planned presentations were run off approximately as scheduled.

Since a principal purpose of such capsule courses is to more fully acquaint branch supervisors with the curriculum and training capabilities of the several courses, there were a number of questions on the reactions of branch chiefs, etc., and the probable effect of the capsule course on future enrollments. It was reported that at least two of the visiting group had personally decided to enroll in the full CFA program.

The OTR position was reiterated, i.e., we must <u>train</u> and not be content with <u>familiarization</u> of personnel in caching and other principal aspects of CFA instruction.

Based upon the comments of those who had attended a first running, Mr. Baird directed to strengthen all capsule courses. Announcement was made that the next capsule course would be for RO on 10-11 August. of those from DD/P selected for attendance. It was tentatively agreed that twelve (12) seats would be reserved for DD/P and three (3) for OTR for this trip. Additional DD/P visitors may travel by auto.

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Comments were made on the possibility of identifying and using competent students to meet some of the requirements for instruction overseas. Decision was made by Mr. Baird to incorporate in the training evaluation procedure an indication of the instructional capabilities of students to teach the specific subject matter which they study in the courses.

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- gave a briefing on the special survey conducted within TSS.
- D. The Clandestine Services Training Committee was informed by that was now actively working on the Refresher Course.
  - E. Inquiry was made by Mr. Baird for any precise information on the general problem of Reserve Officer Training within the Agency.